

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 669

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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE

Commission on Hereditary Disorders

AGENCY

DIVISION

Item No.	Description	Retention
1.	<u>MINUTES</u> File contains minutes of commission meetings covering the official acts of the agency with respect to policy, administrative operations, and procedures. Minutes are arranged chronologically.	Retain permanently.
2.	<u>GENERAL CORRESPONDENCE FILES</u> Correspondence with individuals, state officials, organizations, and groups working on hereditary disorders. File series arranged alphabetically by name of disorder.	Retain for three (3) years, then destroy.

Schedule approved by Department, Agency or Division Representative

Nelson O. Robertson
Signature

Administrative Assistant
Title
To the Commission

3/21/77
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

5/5/77
Date

Edward [Signature]
Archivist

Date

Secretary